

SUBSCRIBER PORTAL

WEB Address: <https://cairs.pacsw.navy.mil/SP>

Billing

BILLING CALL RECORD SEARCH

cairs.net™

WELCOME SUBSCRIBER REPORTS (MAIL REPORTS)!
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Monthly Statements Financial Summary

SV127 Dec 01, 2015 to Dec 31, 2015

Select the month to view 'Summary' of charges and 'Charge Analysis' data

TOTAL CHARGES: (\$3.75)

Phone Charges	4 Phones Billed	(\$3.75) Calls	\$0.00 Recurring	\$0.00 One-Time	(\$3.75) Total Charges
Cell Charges	0 Cells Billed	\$0.00 Calls	\$0.00 Recurring	\$0.00 One-Time	\$0.00 Total Charges
Circuit Charges	0 Circuits Billed		\$0.00 Recurring	\$0.00 One-Time	\$0.00 Total Charges
Other Charges	0 Quantity Billed		\$0.00 Recurring	\$0.00 One-Time	\$0.00 Total Charges

CHARGE ANALYSIS

CHARGE ANALYSIS

Click on each Tab to view services

[Number](#) [Most Expensive](#) [Longest Duration](#) [Most Dialed](#) [Call Type](#)

Filter your results by:
[Extension](#) [Call Count](#) [Cost](#) [Minutes](#)

Export: [XLSX](#) [PDF](#) [CSV](#)

	Extension	Call Count	Cost	Minutes	GUID	ViewID	HasChanges	IsNew	IsValid
View	6195457709	3	0.05	3					
View	6195457722	2	0.04	2					
View	6195458255	1	-4.02	0					
View	6195458256	3	0.18	15					

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To export to spreadsheet (Excel):

Use dropdown to select month:

Click on Download
Statement

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1. Select Fiscal Year and Billing Period
2. Select "Combined Bill Data.xlsx"
3. Click "DOWNLOAD SELECTED STATEMENTS"

Download Billing Statements

Fiscal Year: 2016
Billing Period: Dec 2015

Account Number	<input type="checkbox"/> Statement Files
SV078	<input type="checkbox"/> Select all files for account <input type="checkbox"/> SV078-bill.zip <input type="checkbox"/> SV078-Call Detail.txt <input type="checkbox"/> SV078-Combined Bill Data.xlsx <input type="checkbox"/> SV078-RecurringCharges.txt <input type="checkbox"/> SV078-Summary by Extension.xlsx <input type="checkbox"/> SV078-Summary by Organization.xlsx
NMX16	<input type="checkbox"/> Select all files for account <input type="checkbox"/> NMX16-bill.zip <input type="checkbox"/> NMX16-Call Detail.txt <input type="checkbox"/> NMX16-Combined Bill Data.xlsx <input type="checkbox"/> NMX16-RecurringCharges.txt <input type="checkbox"/> NMX16-Summary by Extension.xlsx <input type="checkbox"/> NMX16-Summary by Organization.xlsx
SMX03	<input type="checkbox"/> Select all files for account <input type="checkbox"/> SMX03-bill.zip <input type="checkbox"/> SMX03-Combined Bill Data.xlsx <input type="checkbox"/> SMX03-RecurringCharges.txt <input type="checkbox"/> SMX03-Summary by Extension.xlsx <input type="checkbox"/> SMX03-Summary by Organization.xlsx
SV065	<input type="checkbox"/> Select all files for account <input type="checkbox"/> SV065-bill.zip <input type="checkbox"/> SV065-Call Detail.txt <input type="checkbox"/> SV065-Combined Bill Data.xlsx <input type="checkbox"/> SV065-RecurringCharges.txt <input type="checkbox"/> SV065-Summary by Extension.xlsx <input type="checkbox"/> SV065-Summary by Organization.xlsx
SV085	<input type="checkbox"/> Select all files for account <input type="checkbox"/> SV085-bill.zip <input type="checkbox"/> SV085-Call Detail.txt <input type="checkbox"/> SV085-Combined Bill Data.xlsx <input type="checkbox"/> SV085-RecurringCharges.txt <input type="checkbox"/> SV085-Summary by Extension.xlsx

To Validate Bills

Click Validate Bills

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SV127 Month Year Dec 01, 2015 to Dec 31, 2015

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All bills will appear

1. To Certify Bills click "Validate"
2. All accounts should be validated monthly to meet certification requirement

Validate Bills

Filter your results by:

[Account Number](#) [Fiscal Year](#)

Unvalidated Bills

	BilledHistoryGUID	Account Number	BillingCyclePlanGUID	Fiscal Year	From Date
Validate		SA047		2014	11/01/2013 12:00 AM
Validate		SV096		2013	09/01/2013 12:00 AM
Validate		SV096		2016	11/01/2015 12:00 AM
Validate		SV052		2016	12/01/2015 12:00 AM
Validate		SV085		2012	05/01/2012 12:00 AM
Validate		SV065		2014	12/01/2013 12:00 AM
Validate		SV090		2015	07/01/2015 12:00 AM
Validate		SV065		2012	08/01/2012 12:00 AM
Validate		SA047		2013	02/01/2013 12:00 AM
Validate		NV089		2011	01/01/2011 12:00 AM

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Validated Bills

Account Number	Subscriber	Fiscal Year	From Date	To Date
1N000		2013	08/01/2013 12:00 AM	08/31/2013 12:00 AM
1N000		2012	08/01/2012 12:00 AM	08/31/2012 12:00 AM
1N000		2010	08/01/2010 12:00 AM	08/31/2010 12:00 AM